

**NAVAJO COUNTY, ARIZONA
PUBLIC WORKS DEPARTMENT**

PLANNING & ZONING

P.O. Box 668 Holbrook, AZ 86025 (928) 524-4100

**VARIANCE
APPLICATION**

(Revised 11-08)

VARIANCE APPLICATION

NAVAJO COUNTY
PUBLIC WORKS DEPARTMENT
PLANNING AND ZONING

P. O. Box 668 Holbrook, AZ. 86025 Phone: (928) 524-4100 Fax: (928) 524-4399

****NOTICE*NOTICE*NOTICE****

The following Navajo County Zoning ordinance Article has been provided for your information.

Article 28, Section 2802, Item 2

The board may grant variances from the terms of the Zoning Ordinance concerning the construction or placement of buildings and structures associated with permitted uses when, due to **peculiar conditions**, a strict interpretation would work an unnecessary hardship, if in granting the variance the general intent and purposes of the Zoning Ordinance will be preserved. "**Peculiar conditions**" must relate to the property on which the use is proposed and shall include **exceptional narrowness, shallowness or shape, unusual topographic features, or other extraordinary features** of the property or its surroundings which would result in unnecessary hardship for the owner if the Zoning Ordinance were strictly applied. No variance shall be granted if the hardship has been self-imposed by the owner or is a matter of mere inconvenience or personal preference. In granting a variance, appropriate conditions to preserve the intent and purposes of the Zoning Ordinance may be prescribed. A variance shall not be granted so as to allow a use not permitted by the regulations applicable to the zoning district in which the property is located.

VARIANCE

APPLICATION INSTRUCTIONS

(Read Carefully)

NOTICE: No application will be processed or public hearing scheduled until all items have been received and the application is complete.

CHECKLIST:

- All information requested on the attached Variance application must be complete and ownership legally notarized where indicated.
- Attach a copy of the recorded deed or sales contract.
- Five copies of the site plan of the property, drawn to scale, clearly showing the Variance requested and all related circumstances. See attached sample plan and requirements.
- A Variance application-filing fee of \$300 (non-refundable).
- A letter from the applicant stating reasons for requesting the Variance.
 - Identify special circumstances applicable to the property in question; remembering, any hardship which is a basis for a variance **must** relate to those conditions as specified by the Navajo County Zoning Ordinance (see cover page).
 - A personal or financial hardship **does not** constitute a hardship as it relates to the issuance of a zoning variance.

Scheduling for public hearings before the Navajo County Board of Adjustment will be based on all information and documents being in place in our files.

Incomplete applications will be returned to the applicant.

VARIANCE

SITE PLAN INSTRUCTIONS

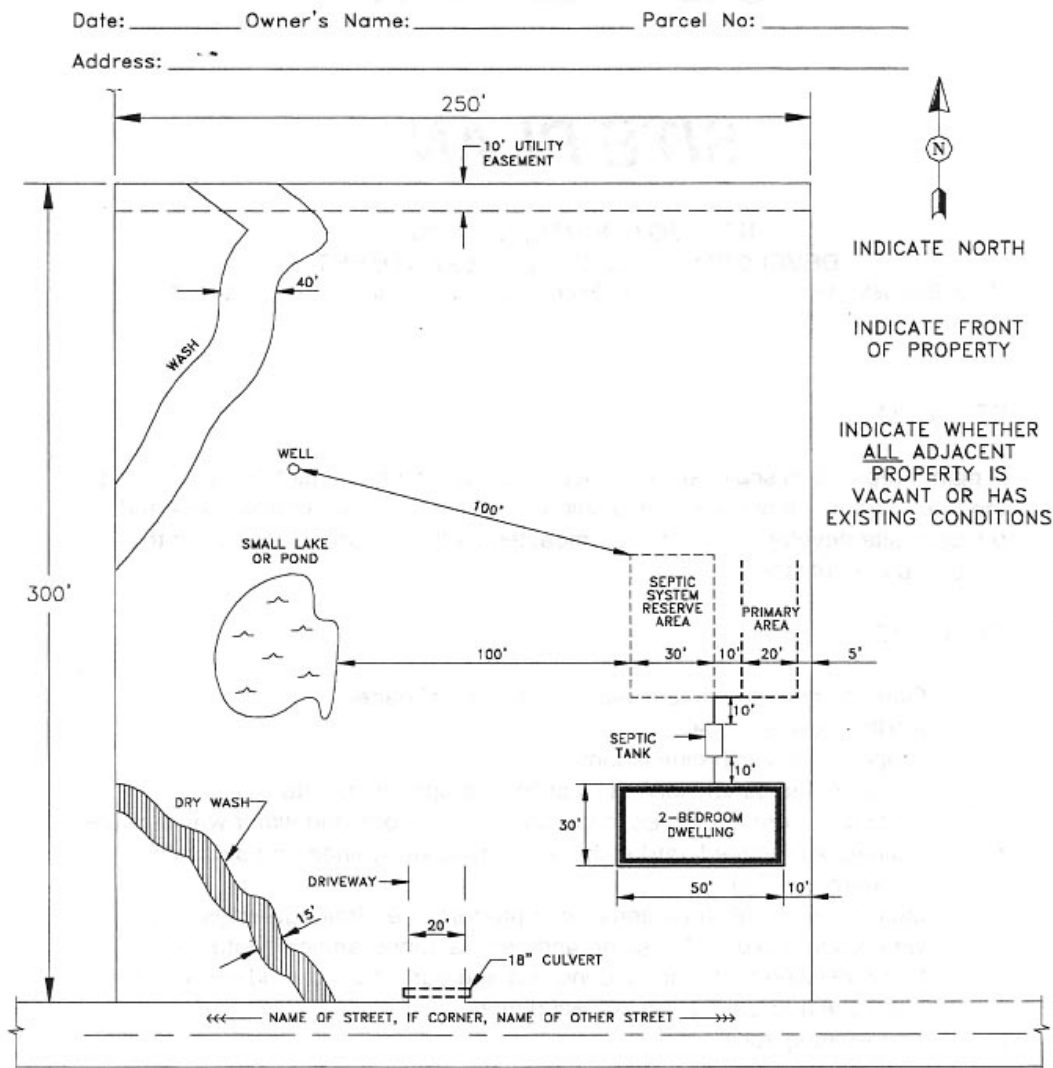
1) DEFINITION:

A plan, prepared to scale, showing accurately and with complete dimensioning, the boundaries of a site and the location of all buildings, structures, uses and principal site development features impacted by the Variance request for the specific parcel of land.

2) CHECKLIST:

1. Five copies of the site plan drawn to scale on 8-1/2" x 11" paper.
2. North arrow and scale.
3. Property lines with dimensions.
4. Location and dimensions of existing or proposed structures.
5. Distances from structures to property lines, septic and water well facilities.
6. Indicate all required yard setbacks from property lines and distances between buildings.
7. Show existing and proposed ingress and egress of the subject property.
8. The rural address for the subject parcel.
9. The existing zoning.
10. Owner's signature and date.
11. The Assessor's parcel number for the subject parcel.

EXAMPLE SITE PLAN



SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION:

1. The location and dimensions of all proposed improvements.
2. The location and dimensions of all cultural features on or adjacent to the property. This includes all property lines and their measurements, streets, buildings, water wells, septic systems, easements, right-of-ways, driveways, underground and overhead utilities, fences, and drainage, irrigation, and water storage structures.
3. The location and approximate dimensions of all watercourses and water bodies on the property or within 500 feet of the proposed improvements. This includes rivers, streams, creeks, washes, arroyos, lakes, ponds, etc...

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